SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS WORKSHOP MEETING MINUTES DECEMBER 4, 2013 6:00 PM

The meeting was called to order at 6:02 pm by Director Acton followed by the Pledge of Allegiance.

Director Acton stated that adequate notice pursuant to the Open Public Meetings Act had been given of this meeting and read the Open Public Meetings Act Statement.

On roll call, the following Freeholders were present: Deputy Director Cross, Freeholders Laury, Vanderslice, Ware, Bobbitt, and Director Acton. Freeholder Timberman arrived at 6:15 pm.

Motion was made by Freeholder Laury that the Rules of the Board be temporarily waived for resolution number 1 on tonight's agenda. Freeholder Vanderslice seconded his motion, which carried a hand vote of 6/0.

ADMINISTRATION COMMITTEE - Acton, Vanderslice, Bobbitt

R. 2013-546

ADMINISTRATIVE

RESOLUTION APPOINTING COUNSEL FOR LEGAL REPRESENTATION OF THE COUNTY OF SALEM (JOSEPH DINICOLA, SR., ESQ.)

Freeholder Laury moved for the adoption of this resolution and motion second by Deputy Director Cross. As there was no discussion, the motion for adoption of the foregoing resolution carried a hand vote of 6/0.

PRESENTATIONS

John Snyder, Tax Presentation

Mr. Snyder discussed the abstract of ratable and abstract of added and omitted ratable. Sheets were presented showing a five year period of trends that are going on in the Salem County housing market. We are one hundred million dollars under last year as far as ratables which comes to about 2 cent of the tax rate.

John Lenahan Prosecutor Budget Presentation

Mr. Lenahan discussed his budget request which consists of \$485,000 for the operating budget which includes expert testimony for two upcoming trials. Four million one hundred dollars for salary and wages which includes hiring a detective approved to hire in 2013, includes an additional detective, and replacing an assistant prosecutor that was lost in 2012.

Ryan Redfield, IT Budget Presentation

Mr. Redfield presented a total budget request of \$300,116 with \$282,500 to be used for contract maintenance, \$6,000 for training and \$11,166 for operating the department.

Warren Broudy, Mercadien Group, Audit Presentation

Director Acton noted this audit report is under the prior CFO and not a reflection of our current CFO.

Mr. Broudy discussed the following findings from the 2012 County Audit.

- 1. A receivable had been posted to an incorrect account and needed to be correctly reposted.
- 2. Maintain a close eye on grant receivable balances ensuring they are posted to correct accounts.
- 3. Keep, update and maintain detailed fixed assets breakdown
- 4. Ensure proper authorization and documentation for all transactions
- 5. Ensure Public Health Preparedness Grant timely reports based on the grant requirements.
- 6. Ensure data collection in a timely manner.

Recommended developing accounting policy and procedures manual and centralizing purchasing function.

Thomas Pankok

Mr. Pankok discussed a Home Health Care Agency looking to provide services in Salem County to take care of people in their homes at no cost to the County. Freeholder Bobbitt presented the group with a letter from the Freeholder Board welcoming business endeavors that provide needed health services to our residents.

Director Acton stated there would be a 15 minute recess and then enter the regular meeting.

Respectfully submitted,

Evern D. Ford Clerk of the Board